

# Guidelines for Annual Update of Emergency Action Plans

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- ☑ Are all telephone numbers correct and functional?
- ☑ Are the imminent failure and hazardous condition flow charts up to date with correct names and numbers?  
Are all responsibilities identified?
- ☑ Are the names of local contractors and engineers verified for both accuracy and availability?
- ☑ Are all names and numbers in the telephone directory to be up to date and working?
- ☑ Is the distribution list current and have all appropriate representatives listed?

## *Last but not least:*

- Add date of update
- Distribute the revised pages to all representatives listed on the distribution list.